

JOB DESCRIPTION

JOB TITLE: Public Health Administrator

GRADE: 21

JOB CODE: 1010

DATE: 4/1/96

GENERAL FUNCTION: Under the direction of the Local Board of Health, is responsible for the administrative work as the director of a small local health department. Responsibilities would include planning, implementing and coordinating the activities of staff in providing services based on approved plans and budgets and in accordance with state standards. Work at this level is distinguished from other director levels by the size, variety, and complexity of programs and organization. This classification would be applicable to a local health department that would not have a Public Health Director appointed under the provisions of administrative regulation 902 KAR 8:140 and would meet the intent of local health policy 400 - 3 (7/1/82).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Prepares annual agency budget according to state instructions for the approval of the Board of Health and Department for Health Services.

Evaluate routine financial and program service reports generated by the Patient Information System and Financial Management system to determine compliance with agency plans and budget and initiate corrective changes as appropriate.

Prepare bi-weekly payroll by auditing employee time sheets for accuracy and recording information on automated payroll system or forward to local health accounting for processing.

Directs the activities of employees in providing medical, environmental and administrative support services according to standards of the Department for Health Services through staff meetings, employee conferences, training sessions and policy development.

Maintain agency accounts according to state financial management requirements.

Authorize the purchase of goods and services for the services and administrative support of the agency based on the approved plan and budget in accordance with procedures/standards of the financial management manual.

Attends various meetings at the local, regional and state level to keep employees informed on program and administrative changes that impact the agency.

Employs staff of the agency according to the local health personnel administrative regulation(s).

Schedule local Board of health meeting(s) and report activities of the agency and record transactions.

JOB TITLE: Public Health Administrator (cont.)

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Develop and maintain a program of public relations designed to promote the services of the health department in meeting community health needs.

Evaluate the work performance of employees according to the procedures of local health personnel administrative regulation(s).

SUPERVISION RECEIVED: General supervision provided through local board of health.

SUPERVISION EXERCISED: Supervision is that of director.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge of principles, methods and techniques of efficient administrative, including public relations, personnel administration, budgeting, accounting and office management.

Knowledge of public program administration.

Knowledge of social, medical and economic factors of the community served.

Ability to plan, coordinate, and direct a staff of technical and medically related personnel.

Ability to interpret and apply laws and policies to specific problems relating to agency activities.

Ability to establish and maintain effective working relationships with agency personnel, county officials, and the general public.

Minimum Education, Training, and Experience Requirements: Graduation from an accredited four-year college or university and three years of experience in a human services field. One year of the required experience must have been in a health related program in a supervisory or administrative capacity; or an equivalent combination of education and experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.